



DEPARTMENT OF WATER RESOURCES
EXAMINATION ANNOUNCEMENT



The Department of Water Resources offers Equal Opportunity for all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

ENVIRONMENTAL PROGRAM MANAGER I (SUPERVISORY)
DEPARTMENTAL PROMOTIONAL

FINAL FILING DATE	JULY 6, 2012
	Application forms (STD 678 Rev. 6/2010) must be postmarked or submitted in person , no later than the final filing date. Applications postmarked or personally delivered after the final filing date will not be accepted for any reason. FAXED OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED.
WHO SHOULD APPLY	Applicants must have a permanent civil service appointment with the Department of Water Resources as of the final filing date, July 6, 2012; or Must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992; or must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.
HOW TO APPLY	Examination Applications (Form STD 678 Rev. 6/2010) may be mailed or submitted in person. <div>MAILING ADDRESS: Department of Water Resources P.O. Box 942836 Sacramento, CA 94236-0001</div> <div>SUBMIT IN PERSON: Department of Water Resources 1416 9th Street, Room 320 Sacramento, CA 95814</div> DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF WATER RESOURCES' FIELD OFFICES. Applications are available at Department of Water Resources' (DWR) offices, the DWR website: www.water.ca.gov/jobs/currentexams.cfm , local office of the Employment Development Department, the State Personnel Board (SPB), and the SPB website: www.spb.ca.gov/jobs .
IDENTIFICATION REQUIRED	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Question 2 of the "Application for Examination". You will be contacted to make specific arrangements.
SALARY RANGE	\$6275 - \$7575
ELIGIBLE LIST INFORMATION	A departmental promotional eligible list will be established for the Department of Water Resources. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
EXAMINATION DATES	The entire examination will consist of a Qualifications Appraisal Interview. It is anticipated interviews will be held August/September.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	NOTE: All applicants must meet the minimum qualifications for this examination by the final filing date, July 6, 2012. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement. Education: Possession of a bachelor's or advanced degree with a major in a biological, chemical, physical, or environmental science, or a closely related scientific discipline. (Admission to a masters or doctoral degree program in a biological, chemical, physical, or environmental science, or a closely related scientific discipline shall be considered to meet these education qualifications.) and EITHER I Two years of experience in the California state service performing the duties of a Staff Environmental Scientist. OR II Five years of broad, extensive, and increasingly responsible experience as a scientist in environmental analysis, management, research, planning, regulation, or investigation, at least two years of which must have been in an administrative or supervisory position in full charge of a staff responsible for the development or implementation of environmental policies, programs, plans, or research projects; or conducting a major environmental monitoring and surveillance or environmental management program; or in the direction of the work of a large multi-disciplined environmental investigatory or regulatory staff at a level equivalent to a Staff or Senior Environmental Scientist in the California state service. Possession of a master's degree in a biological, chemical, physical, or environmental science, or a closely related scientific discipline may be substituted for one year of the required general experience; possession of a doctorate in the above-named disciplines may be substituted for two years of the general experience.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

POSITION DESCRIPTION	<p>Incumbents direct and have charge of environmental programs or components which are of major sensitivity and complexity; carry authority and accountability for timely completion of program objectives and for submittal of satisfactory products; are responsible for operational planning and assigning of projects, budgeting for time and funds, reviewing and evaluating achievements, and preparing administrative reports; coordinate program activities with technical and administrative support sections and their activities; assist in formulating and administering policies; maintain liaison with other governmental agencies and the private sector; and do other related work. Incumbents may supervise a group of Staff Environmental Scientists and other professionals working on a major environmental management, regulation, compliance, or research project. Incumbents have authority in the interest of management to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline employees. Incumbents have the responsibility to direct employees, adjust employee grievances, or effectively recommend such actions.</p> <p>Positions exist Statewide with the Department of Water Resources.</p>
EXAMINATION INFORMATION	<p>This examination will consist of a Qualifications Appraisal Interview – Weighted 100.00%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</p>
SCOPE OF EXAMINATION	<p>Qualifications Appraisal Interview – Weighted 100.00%</p> <p>In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">1. Basic principles of land, water, fish, wildlife, and other natural resources research and management.2. Principles of ecology.3. Statistical methods.4. Land-use practices with reference to their general effect on human health, natural resources, and the environment.5. Effects of toxic substances and/or waste material, and their interactions on the environment.6. Chemical reactions that affect the environment or human health.7. State and Federal environmental rules, regulations, and requirements.8. The legislative process, and the environmental programs and policies of the State.9. Principles and techniques of personnel management and supervision.10. Budgeting and other administrative functions.11. A manager's/supervisor's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives. <p>B. Ability to:</p> <ol style="list-style-type: none">1. Collect environmental data.2. Analyze and evaluate data and reach sound conclusions.3. Review, check, and interpret scientific and environmental reports.4. Analyze situations and take appropriate actions.5. Establish and maintain cooperative relations and effective communications with local governments and all persons contacted.6. Prepare clear, complete, and technically accurate reports.7. Apply rules, regulations, policies, and requirements of State and Federal environmental protection and resource management programs.8. Develop innovative solutions for difficult environmental management problems.9. Provide leadership in accomplishing basic functions and objectives in assigned programs.10. Inspire confidence and effective working relationships with employees, managers, and leaders in government and industry.11. Plan, organize, and direct the work of others.12. Perceive the alternatives available in the solution of management problems and select realistic courses of action.13. Effectively contribute to the employer's equal employment opportunity objectives.
ADDITIONAL DESIRABLE QUALIFICATIONS	<p>In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent experience and education over and above that required under "Minimum Qualifications." Experience in management, research, planning, or consultation in environmental programs, demonstrated environmental management skills, and knowledge of broad principles of economics and political science will be given preference.</p>
VETERANS PREFERENCE	<p>Veterans Preference Credit is not granted in a promotional examination.</p>

GENERAL INFORMATION

The Department of Water Resources reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

For any examination without a written feature it is the candidate's responsibility to contact the Selection Services Section of the Department of Water Resources, (916) 653-4838 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at Department of Water Resources' (DWR) offices, the DWR website: www.water.ca.gov/jobs/currentexams.cfm, local office of the Employment Development Department, the State Personnel Board (SPB), and the SPB website: www.spb.ca.gov/jobs.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test, and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. **California Relay Telephone Service** for the Deaf or hearing impaired: From TDD phones: 1-800-735-2929; From Voice phones: 1-800-735-2922.

For information regarding this examination, please contact Brandon Littlejohn at (916) 653-7109.